

## ASSIGNMENT 2

Textbook Assignment: "Administration-continued, chapter 3, pages 3-2 through 3-16; "Material Identification: chapter 4, pages 4-1 through 4-17; "Procurement," chapter 5, pages 5-1.

*Learning Objective:* Specify the factors to be considered in planning the arrangement of a supply office and the skills required for assignment to the supply office (continued from assignment 1).

*Learning Objective:* Identify some of the principal supply publications used afloat and indicate their purpose and general content.

- 2-1. Stand-alone display text editors which have been electrically linked to a central processing unit (CPU) are known by which of the following terms?
1. Intelligent typewriters
  2. Blind-keyboard word processors
  3. Thin-window word processors
  4. Shared-logic system
- 2-2. The number of work stations and printers in each shared-logic system depends on which of the following Criteria?
1. Number of personnel assign
  2. Size of the work space
  3. Both 1 and 2 above
  4. Power of the CPU
- 2-3. Stand-alone display text editors provide the user with which of the following capabilities?
1. Math processing only
  2. Magnetic recording only
  3. Move, delete, or insert words, sentences, or paragraphs only
  4. Move, delete, insert words, sentences, paragraphs, math processing, and magnetic recording
- 2-4. Latent impressions can contribute to compromise of classified information.
1. True
  2. False
- 2-5. Close controls over the use of the fastcopy machines should be established to prevent which of the following undesirable results?
1. Unnecessary cost
  2. Security abuses
  3. Both 1 and 2 above
  4. Use by other departments

- 2-6. On matters pertaining to supply procedures, a Storekeeper would most likely refer to what references?
1. NAVSO Manuals
  2. NAVSUP Manuals
  3. Navy Regulations
  4. Generals Orders
- 2-7. Minimum procedures for the operation of supply departments on ships are contained in what reference?
1. NAVSUP Manual, Volume 1
  2. NAVSUP P-485
  3. NAVSUP P-484
  4. NAVSO P-3073

- |   |
|---|
| <p>A. NAVSUP P-485</p> <p>B. NAVSUP P-486</p> <p>C. NAVSUP P-487</p> <p>D. NAVSUP P-567</p> |
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Figure 2A.-Publications

IN ANSWERING QUESTIONS 2-8 THROUGH 2-10, SELECT THE PUBLICATION FROM FIGURE 2A FOR THE TITLE USED AS THE QUESTION.

- 2-8. Shipboard Uniform Automated Data Processing System-207 Support Procedures.
1. A
  2. B
  3. C
  4. D

2-9. Ship's Store Afloat.

1. A
2. B
3. C
4. D

2-10. Foodservice Management.

1. A
2. B
3. C
4. D

2-11. Personnel assigned OPTAR recordskeeping duties Should refer to which of the following publications when they desire information on recording OPTAR transactions?

1. NAVSO P-519
2. NAVSO P-3073 only
3. NAVSO P-3013 only
4. NAVSO P-3073 and NAVSO P-3013

2-12. In what volume and chapter of the NAVCOMPT Manual should you refer for the unit identification code of the Fleet Industrial Supply Center, Norfolk?

1. Volume 2, chapter 5
2. Volume 2, chapter 1
3. Volume 3, chapter 3
4. Volume 8, chapter 5

2-13. Information about military duties of shipboard personnel, general quarters, and emergency bills may be found in which of the following publications?

1. Ship's Organization and Regulation Manual
2. U.S. Navy Regulations
3. Department Organization Manual
4. Naval Ship's Technical Manual

2-14. The professional duties and responsibilities of supply personnel of a particular ship are outlined in which of the following publications?

1. Naval Supply System Command Manual
2. Supply Department Organization Manual
3. Ship's Organization and Regulations Manual
4. Navy Comptroller Manual

2-15. The publication, NAVSO P-3013, Financial Management of Resources, is issued by which of the following organizations or individuals?

1. Assistant Secretary of Defense
2. Secretary of the Navy
3. Navy Supply Systems Command
4. Comptroller of the Navy

2-16. The manual which delineates the responsibility of disbursing officers ashore and afloat is issued by which of the following organizations or individuals?

1. Naval Supply Systems Command
2. Comptroller of the Navy
3. Assistant Secretary of Defense
4. Secretary of the Navy

2-17. What publication establishes equipage allowances for your ship?

1. Illustrated Shipboard Shopping Guide (ISSG)
2. Coordinated Shipboard Allowance List (COSAL)
3. Naval Supply System Command Manual
4. Naval Ship Systems Command Technical Manual

2-18. Normally, changes to a NAVSUP Manual are issued in what form?

1. Pen-and-ink changes
2. Page changes
3. Change bulletins
4. Directives

2-19. What publication lists current changes in the various publications used in the supply department?

1. Naval Supply Corps Newsletter
2. Naval Ship Systems Command Allowance List, General Index
3. Federal Stock Catalog, General Stores Section
4. Defense Logistics Agency Loglines

*Learning Objective;* Identify the various forms of naval correspondence, their uses and preparation procedures.

2-20. An instruction differs from a notice in which of the following ways?

1. It contains information having brief reference value (less than 6 months)
2. It contains information having one-time or short reference value
3. It has continuing reference value until superseded or canceled
4. It has a self-canceling provision

2-21. Which of the following types of written communications are classified as "correspondence"?

1. Letters only
2. Directives only
3. Memorandums and directives
4. Letters, directives, and memorandums

2-22. Official correspondence that requires action should be routed by which of the following means to ensure prompt attention?

1. Tickler tile
2. File card
3. Check sheet
4. Route sheet

2-23. What is the purpose of a tickler file?

1. To indicate categories of supplies on hand
2. To serve as a reminder for action
3. To indicate requisitions outstanding
4. To serve as a memorandum file

2-24. You are asked to assign a number to an instruction. From which publication do you determine what number to assign?

1. Correspondence Manual
2. BUPERSMAN
3. Department of the Navy Standard Subject Identification Codes
4. Navy Register

2-25. A notice issued by your office should be assigned all except which of the following identifiers?

1. The originator's abbreviation
2. The type of directive
3. The subject identification number
4. A consecutive number, preceded by a decimal point

2-26. What authority issues instructions that schedule the destruction of Navy records?

1. SECDEF
2. SECNAV
3. CNO
4. NMPC

2-27. The procedure for the transfer and preservation of records of a permanent nature are published by which of the following organizations or individuals?

1. General Services Administration
2. Chief of Naval Operations
3. Chief of Naval Personnel
4. District commandants

*Learning Objectives:* Determine the purpose, scope, and use of the Federal Catalog System identify Federal stock groups and classes; and specify the location and function of the elements in a stock number.

2-28. Material identification under the Federal Catalog System involves which of the following actions?

1. Naming, describing, classifying, and numbering
2. Describing, classifying, numbering, and inventorying
3. Classifying, numbering, inventorying, and naming
4. Numbering, inventorying, naming, and describing

2-29. Administration of the Federal Catalog System is accomplished by which of the following agencies?

1. Naval Supply Systems command
2. Navy Material Command
3. Defense Logistics Agency
4. Department of Defense

2-30. One advantage of the Federal Catalog System is the common language it provides to all Department of Defense, civil agencies, and North Atlantic Treaty Organization countries.

1. True
2. False

2-31. Materials are assigned to federal supply classifications according to which of the following characteristics?

1. Physical or performance
2. Relative costs
3. Security requirements
4. Manufacturers' identification

2-32. The Navy uses the supply groups 01 through 09 for forms and publications that are not included in the Federal Catalog System.

1. True
2. False

2-33. All except which of the following cognizance symbols indicate material that is carried in the Naval Stock Account (NSA)?

1. 1H
2. 2N
3. 9M
4. 9Z

2-34. What does the second character of the cognizance symbol indicate?

1. Special reporting requirements for the material
2. The rate of usage of the material
3. The unit of issue of the material
4. The inventory manager or ICP

2-35. Which of the various elements of a national stock number may be used by itself to identify a specific item of material?

1. National item identification number
2. Cognizance symbol
3. Federal supply classification
4. Federal supply group

2-36. When an item of material requires special inspection, testing, storage, or handling, the Commander, Navy Supply Systems Command may indicate this by assigning what designation?

1. FSC
2. SMIC
3. NIIN
4. NSN

2-37. Some items are designated by the cognizant inventory manager for special reporting and/or control. The designation is shown by which of the following acronyms?

1. SMIC
2. MCC
3. NIIN
4. FSC

A.	9Z
B.	80
C.	8030
D.	00-244-1298

Figure 2B.-National stock number

IN ANSWERING QUESTIONS 2-38 THROUGH 2-41, SELECT FROM FIGURE 2B THE ELEMENT FOR THE DESCRIPTION USED AS THE QUESTION.

2-38. National item identification number.

1. A
2. B
3. C
4. D

2-39. Cognizance symbol.

1. A
2. B
3. C
4. D

2-40. Federal supply classification.

1. A
2. B
3. C
4. D

2-41. Federal supply group.

1. A
2. B
3. C
4. D

2-42. Items of material that are not included in the Federal Catalog System, but are stocked or monitored in the Navy Supply System, are identified by Navy Item Control Numbers (NICNs).

1. True
2. False

2-43. Local item control numbers may be assigned to shipboard consumable items when they are not identified by an NSN or NICN.

1. True
2. False

2-44. Material identified on the MRIL are classified as which of the following items?

1. Shelf life
2. Hazardous
3. Repairable
4. Consumable

- 2-45. Items of equipment are designated as "controlled equipment" according to which of the following factors?
1. High unit cost, vulnerability to pilferage, and/or essential to ship's mission
  2. Vulnerability to pilferage, essential to ship's mission, and/or known deficiencies
  3. Essential to ship's mission, known deficiencies, and/or high unit cost
  4. Known deficiencies, high unit cost, and/or vulnerability to pilferage
- 2-46. The continuous identification marking prescribed by FED-STD-183b requires that each item of stock be marked with which of the following designations?
1. The producer's name or trademark and commercial designation of the material
  2. The national stock number and the producer's name or trademark
  3. The commercial designation of the material and the national stock number
  4. The national stock number and the tensile strength rating
- 2-47. Color codes are used on compressed gas cylinders for what purpose?
1. To identify the type of cylinder
  2. To identify the type of gas contained in the cylinder
  3. To identify the type of metal the cylinder is made of
  4. To identify whether each cylinder is flammable or inflammable
- 2-48. A compressed gas cylinder that contains the highly flammable gas acetylene is painted what color?
1. Red
  2. Gray
  3. Yellow
  4. Brown
- 2-49. The white strip on an oxygen cylinder indicates that the contents are fit for human use. What is the body color of this cylinder?
1. Black
  2. Blue
  3. Green
  4. Yellow
- 2-50. All except which of the following items of information is normally etched on the manufacturer's nameplate of installed equipment?
1. Manufacturer's name
  2. National stock number
  3. Model number
  4. Serial number
- 2-51. All Storekeepers should become proficient in the use of the NAVSUP P-4000 because it contains what information?
1. Guidelines for the use of various Federal Catalog Systems and NAVSUP publications
  2. Instructions that disseminate information relative to items within the Navy supply system
  3. The interrelationship of various publications.
  4. All of the above
- 2-52. The ML-N contains information relating to national stock number (NSN) management data for which of the following material?
1. Items for which Navy interest has been recorded
  2. Ammunition stock
  3. Both 1 and 2 above
  4. All items listed in the MCRL
- 2-53. Part I of the MCRL provides which of the following types of information?
1. Cross-reference between NSN and reference numbers
  2. Cross-reference between reference numbers and CID
  3. A list of repairable items
  4. A list of material control codes
- 2-54. The LIRSH is a reference publication and should be used in conjunction with which of the following other references?
1. HMIS only
  2. MRIL only
  3. HMIS and MRIL
  4. NAVSUP P-486

A.	MRIL
B.	ML-N
C.	MCRL
D.	HMIS

Figure 2C.-Publications

IN ANSWERING QUESTIONS 2-55 THROUGH 2-57, SELECT FROM FIGURE 2C THE PUBLICATION YOU CAN FIND THE INFORMATION LISTED AS THE QUESTION.

2-55. Cross reference information listing from part number to NSN.

1. A
2. B
3. C
4. D

2-56. A listing of items that must be turned in for repair when they fail.

1. A
2. B
3. C
4. D

2-57. A listing of potentially hazardous items.

1. A
2. B
3. C
4. D

2-58. The letter "O" appearing in the repair maintenance column of the MRIL gives you what information about an item?

1. Some repairs are possible at organizational or intermediate level
2. Some repairs are possible at the intermediate level only
3. No repairs are to be attempted at the organizational or intermediate level
4. All repairs are to be accomplished at the organizational or intermediate level

2-59. The ASG contains all except which of the following information?

1. Descriptive data and illustrations
2. NIIN index, which also indicates availability of the item from the mobile logistics support forces
3. Item numbers used for cataloging purposes
4. Stock number of substitute items

2-60. The MCRL is used to provide a cross-reference between which of the following items?

1. Noun names and FSCs
2. Reference numbers and NSNs
3. NIINs and item numbers
4. FSCs and NIINs

2-61. The commercial and government entity (CAGE) is used by the SK to carry out which of the following functions?

1. Determine the correct manufacturer to be used with the NIIN having more than one reference number listed in the MCRL
2. Determine the correct NIIN when the reference number in the MCRL is used with more than one NIIN
3. Select the NIIN from the MCRL showing the CAGE for the manufacturer that made the needed part
4. All of the above

2-62. Which of the following three parts of the CAGE is/are published on microfiche?

1. H4-1 only
2. H4-1 and H4-2 only
3. H4-2 and H4-3 only
4. H4-1, H4-2, and H4-3

2-63. The laundry tumbler manufactured by the American Laundry Machinery Industries uses a V-belt made by which of the following manufacturers?

1. SKF Industries
2. Browning
3. American Laundry Machinery Industries
4. SKF Browning Industries

2-64. The NSN and correct CAGE for the part numbers listed in a NAVSEA Technical manual can be obtained from which of the following publications?

1. MCRL
2. NMDL
3. CAGE and MCRL
4. MRIL

Learning Objectives: Recognize the various methods of obtaining materials for naval activities and identify personnel who are responsible for obtaining materials.

2-65. The act of obtaining material or service is known by which of the following term?

1. Procurement
2. Requisitioning
3. Survey
4. Expenditure

2-66. Which of the following methods of procurement will you use most frequently?

1. Transfer
2. Purchase
3. Requisition
4. Acquisition

2-67. As an SK 3 or 2, your responsibilities for procurement will require you to obtain which of the following items of information?

1. How to determine what material is authorized and when to obtain it
2. How to determine routine requirements
3. How to prepare procurement forms only
4. How to determine what material is authorized, where it is obtained, the forms used in procurement, and how to prepare them

2-68. The supply officer is responsible for procuring which of the following supplies and equipment?

1. Medical stores
2. Marine Corps stores
3. Materials automatically furnished to the ship without action by the ship
4. Bulk stores and consumable

2-69. When procurement is required of certain items, the supply officer consults the department to ensure the desired specifications are met. What type of material would this normally cover?

1. Standard
2. Technical
3. Bulk
4. Consumable

2-70. The term "direct turnover" (DTO) is used to describe which of the following types of material?

1. Material stocked in supply storerooms
2. Material ordered by departments other than the supply department
3. Materials ordered by the supply officer but given to a specific department when received
4. Materials automatically furnished to the ship to replace obsolete items

2-71. To whom would the operations officer (a department head) be responsible for reporting an additional need for a particular equipage item in the department?

1. Executive officer
2. Type commander
3. Supply officer
4. Commanding officer

2-72. Which of the following SK's share in the responsibility for determining routine stores requirements?

1. Supply office Storekeeper
2. Stock records Storekeeper
3. Storeroom Storekeeper
4. All Storekeepers regardless of rate or where they work